

**UNITED STATES ARMY GARRISON –
WIESBADEN**

DIRECTORATE OF LOGISTICS

INSTALLATION PROPERTY BOOK OFFICE

**STANDARD OPERATING
PROCEDURES**

EXTERNAL

UP-DATE: MARCH 2006

External Standard Operating Procedures (SOP)

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**DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - WIESBADEN
UNIT 29623
APO AE 09096**

**INSTALLATION PROPERTY BOOK OFFICE
UIC: W6E9AA DODAAC: WK4UTT/ W81L6N**

EXTERNAL STANDARD OPERATING PROCEDURES

1. REFERENCES:

a. Army Regulation 710-2, Inventory Management Supply Policy Below the National Level, 25 February 2004.

b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 February 2005.

c. DA Pamphlet 710-2-1, Using Unit Supply System, 31 December 1997.

2. **PURPOSE:** The purpose of this SOP is to establish responsibilities and procedures for the accomplishment of property transactions and local procurement transactions within the United States Army Garrison-Wiesbaden (USAG-Wiesbaden) area of responsibility. It further includes operation procedures for Class III bulk fuel and gas coupons issued to customers of the Transportation Motor Pools (TMP) located at Mainz-Kastel and at Wiesbaden Army Airfield.

3. **APPLICABILITY:** The provisions set forth are applicable to all organizations, activities and individuals supported by the USAG-Wiesbaden, Installation Property Book Office.

4. **GENERAL:** Each individual, handreceipt holder or end-user, entrusted with the use of U.S. Government property is responsible for the care and safekeeping of these items. Property, signed on temporary hand receipts or hand receipts, is the direct responsibility of the recipient who will be expected to:

a. provide and ensure protection against damage,

b. provide and ensure security against losses,

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c. take protective measures against abuse and misuse of equipment,

d. maintain control over the accountability:

(1) by conducting inventories required by regulations and controlling serial numbers. To prevent substitution, serial numbers of sensitive items can only be adjusted or changed by means of a “Financial Liability Investigation of Property Loss” DD Form 200. However, minor errors (i.e typing mistake or an unreadable figure) may be corrected on an “Administrative Adjustment Report” to which a statement will be added on the reverse side and signed by the Property Book Officer.

(2) by sub-handreceipting, to the extent possible, property to end-users; the primary handreceipt holder, however, will retain responsibility towards the Property Book Officer for the sub-handreceipted property.

(3) by ensuring that handreceipted U.S. Government property will not be transferred or disposed of, without prior authorization from the Property Book Office and, initiation of appropriate supply documents.

This SOP provides further guidance concerning the maintenance of the hand-receipts; the control of the accountability and the property book/POL transactions, however, the personnel of the Property Book Office is available to answer questions and to provide assistance.

ANY RECOMMENDED CHANGES, DELETIONS OR ADDITIONS TO THIS SOP SHOULD BE DIRECTED TO THE DOL/INSTALLATION PROPERTY BOOK OFFICER, BLDG 4004, MAINZ-KASTEL STORAGE/STATION, PHONE: DSN 334-2652.

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CHAPTER I

HAND RECEIPT OFFICE PROCEDURES / TRANSACTIONS

Hand receipts will be established at the Installation Property Book Office after physical inventory performed by the designated hand receipt holder. Documents required will be an “Assumption of Command” or “Assignment of Primary Hand-Receipt Holder (PHRH)” and, a “Notice of Delegation of Authority” DA Form 1687.

a. **Setting up of a new hand-receipt:** an inventory of items, if any, will be provided by the PHRH to the PBO for the establishment of an hand-receipt.

b. **Change of PHRH:** the out-going PHRH will inform the PBO, at least 30 days prior to his/her departure and, will conduct a 100% physical inventory with the in-coming PHRH.

1. ADJUSTMENTS OF HAND RECEIPTS, ISSUE/TURN IN AND LATERAL TRANSFERS:

Issue, turn-in and lateral transfers of property will be entered on DA Form 3161 “Request of Issue and Turn in” that will be duly completed and signed prior to posting to the hand receipt. A document number will be assigned by the PBO to each transaction. A document not properly completed cannot be used to add or delete items from the hand receipt.

a. **Issue:** prior to pick up items from the PBO warehouse, an appointment will be made with the customer service.

b. **Pick-up of items from the Defense Reutilization & Marketing Office (DRMO):** Mainz-Kastel Station, (phone: DSN 334-2432/2705, CIV 06134-604432/604705).

(1) Their home page at “<http://www.drms.dla.mil>” permits search for property, location, condition, photos, to electronically tag the property and view listings of National Item Identification Number (NIIN), Federal Supply Classes (FSC) and codes. Other information is provided on hazardous property/waste mission, disposal, public sales, catalog and on-line bidding.

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(2) Upon submission of the “Screeners Tally Request to Freeze/Hold Excess/Surplus Property” (listing of requested items prepared at DRMO), the PBO will prepare the DD Form 1348-1A and assign a document number; the requestor may, only and then, pick up the item(s) from DRMO. Once the item(s) have been picked up, a copy of the DD Form 1348-1 will be returned to the PBO for posting.

Submitting requisitions on the “DRMS Requisitioning Form – MILSTRIP” and/or pick up of installation items (expendable/non-expendable) without the PBO authorization is PROHIBITED.

c. Turn in: prior to turning in furniture and equipment, a *classification* of the items is required.

(1) the PHRH or his/her representative will fill out a “Maintenance Request” DA Form 2407, a “Request for Issue/Turn in” DA Form 2765-1, per line items. Assistance will be provided by the PBO personnel in the preparation of the forms.

(2) will make an appointment for the inspection/classification with the below listed offices, according to the type of items:

Kitchen Equipment:	Engineer Support Center, Giessen, DSN 343-8404/6231/6187
Computer/Fax:	Unit’s Information Management Officer (IMO)
Weapons:	19th CMMC, Wiesbaden Army Airfield, DSN 337-5829
TV/Video:	Training Support Center, Wiesbaden, DSN 337-5006
Other items:	FFEMA, Friedrichfelds, bldg. NR. 1042, Mannheim, DSN 375-7032 Fax 375-7478.

According to the classification code, the property will be turned in either to the Disposition and Reutilization Marketing Office (DRMO), Mainz-Kastel (phone: DSN 334-2724 or CIV 06134-604724) or special instructions will be issued by the PBO on disposal or transfer actions.

- Disposal of CPU hard drive:

DoD (unclassified) computer hard drive will be disposed IAW Memorandum 4 Jun 01 and DRMS-I 4160.14, Volume II, Chapter 4., internet address: www.drms.dla.mil/turn-in/. Both Memorandum and up-dates will provide guidance on how to overwrite, degauss (demagnetize) and destroy a CPU hard drive prior to turn-in to DRMO.

- Flags: the hand-receipt holder will submit a statement indicating that the flags were properly disposed IAW AR 840-10. The items will then be deleted from the hand receipt.

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- d. Lateral transfers between handreceipt holders or organizations: prior to transferring items, the PBO will be contacted for approval and instructions.
- e. Installation property items “Found on Installation” must be reported in writing by the PHRH to the PBO for further action.

Cont’ Chapter II “Inventories/Property Accountability”

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CHAPTER II

INVENTORIES / PROPERTY ACCOUNTABILITY

An inventory of property must be conducted with accuracy and requires a visual check of the items. The primary handreceipt holder (PHRH) will perform:

- a. a physical count of all items, including all component of end items, and will compare the results with the quantity listed on the hand receipt.
- b. a visual check of serial numbers to be compared with the one annotated on the hand receipt.
- c. a visual check of the items to ensure that their descriptions are correctly entered on the hand receipt.
- d. *for all noted discrepancies:* the PHRH will prepare a list of overage/shortage, discrepancies in stock numbers, serial numbers and other deficiencies that may need adjustments and, will contact the Property Book Office for further assistance.

1. *INVENTORY:* SENSITIVE ITEMS

a. Weapons and Ammunition:

(1) Inventories of *weapons and ammunitions* are required to be conducted on a *monthly* basis. The PBO will forward a copy of the hand receipt listing the sensitive items by serial and registration numbers. Military personnel in the rank of E-6 and above will conduct a 100% physical inventory and, will return a signed copy of the hand receipt to the PBO.

(2) The inventory may not be conducted by the same individual two (2) months in a row.

b. Inventory of *secured equipment* (i.e. secured telephones) will be conducted on *quarterly* basis and checked against the up-dated copy of the hand receipt provided by the PBO to this effect.

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c. Inventory of controlled items, other than above listed, will be conducted on a monthly basis and results will be entered on a Memorandum addressed to the PBO.

Discrepancies found will be corrected IAW AR 735-5, para 13-3, “Mandatory Financial Liability Investigation of Property Loss”.

2. SEMI ANNUAL INVENTORY OF NON-CONTROLLED ITEMS:

Thirty (30) days prior to the due date for semi-annual adjustment, the PBO will send out a notification to the PHRH, together with an up-dated copy of the hand receipt, requesting the PHRH to conduct a 100% inventory of the items listed on the hand-receipt. This inventory will be completed by the date indicated on the notification.

Should the PHRH fail to return his hand-receipt signed to the PBO by the prescribed date, his/her hand-receipt will be frozen and reported as delinquent to higher command. No transactions for his/her unit will be processed until the action is completed.

When discrepancies are noted, the handreceipt holder will prepare the necessary documents to settle his/her account. The PBO will provide assistance and guidance with the initiation of the documents IAW AR 735-5.

3. CHANGE OF PRIMARY HANDRECEIPT HOLDER = 100% PHYSICAL INVENTORY.

At least thirty (30) days prior to clearing, the outgoing primary handreceipt holder must contact the PBO to obtain an up-dated copy of his/her hand receipt.

The Battalion Commander or the civilian (US or LN) Division Chief is responsible for appointing in writing a new handreceipt holder at least 30 days prior to departure of an out-going handreceipt holder; *personnel are aware of a change in duty station at least 6 months prior the effective departure date.* Should the Battalion Commander or Division Chief fail to designate a new PHRH, the Battalion Commander or Division Chief will assume direct responsibility for the U.S. Government property in use at his/her installation. (AR 710-2, para 2-5g(1)).

a. a 100% joint physical inventory of all property listed on the hand receipt must be conducted by the out-going together with the designated in-coming handreceipt holder.

b. Discrepancies found must be documented IAW AR 735-5 prior to the departure of the out-going handreceipt holder.

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4. DEACTIVATION/RELOCATION OF A UNIT.

a. *Responsibilities of the PHRH or his/her designated representative for the clearing of installation hand-receipts:*

- (1) to obtain from the PBO an up-dated hand-receipt.
 - (2) to perform a physical count of all installation property including end components, to check serial numbers and compare results with the items listed on the hand-receipt.
 - (3) to report in writing to the PBO, items found on installation and/or shortages (if any).
 - (4) to obtain guidance from the PBO in adjusting discrepancies IAW AR 735-5.
 - (5) to have all items classified, by preparing the “Maintenance Request” DA Form 2407, and make appointments with the appropriate offices listed in page 6, Para 1c(2) of this SOP. *After classification*, to submit the forms to the PBO.
 - (6) upon notification by the PBO that the turn-in documents are ready: to pick-up the DD Form 1348-1 for turn-in to DRMO.
 - (7) to make an appointment with the DRMO at DSN 334-2724, prior to turning items in.
 - (8) when the turn-in is completed : to return copy of the DD Form 1348-1 to the PBO for posting to the hand-receipt.
- *Flags*: the hand-receipt holder will submit a statement indicating that the flags were properly disposed IAW AR 840-10, Para 4.3. The items will then be deleted from the hand receipt.

b. *Responsibilities of the PBO:*

to provide instructions on the disposition/transfer/turn-in of items and assist the PHRH his/her representative all along the clearing procedures. The POC are listed on page 23 of this SOP.

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5. ADJUSTMENTS OF DISCREPANCIES / LOST, DAMAGED OR DESTROYED PROPERTY:

There are two methods to adjust discrepancies (lost, damaged, destroyed property, AR 735-5):

- a. Statement of Charges/Cash Collection Voucher. (DD Form 362)
- b. Financial Liability Investigation of Loss Property (IOPL). (DD Form 200)

Immediately upon the discovery of loss or destruction of property, the handreceipt holder should contact the PBO giving the information on the circumstances of the loss/destruction in order to determine which action will be appropriate. *Changes to serial numbers and loss of controlled items can only be adjusted by means of an IOPL.* Minor errors (i.e typing mistake or unreadable figure) may be corrected by an Administrative Adjustment Report for which a statement will be required on the reverse side and signed by the Property Book Officer. Should an IOPL be required, the PHRH must process, through the PBO, the report within 15 days following the discovery of the loss or destruction of the property.

Cont' Chapter III "Request for Furniture/Equipment" & "Acquiline"

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CHAPTER III

REQUEST FOR INSTALLATION PROPERTY

Prior to requesting furniture/equipment, the organizations, units and activities must have a valid Letter of Intent and ensure that funds are available.

a. Request for standard non-expendable items will be made on a Memorandum signed by the Primary Handreceipt Holder and addressed to the Property Book Office. The request will contain, as a minimum, the following information:

- (1) noun of the item
- (2) complete and accurate description of the item.
- (3) stock number (if known – can be obtained from the PBO)
- (4) quantity requested
- (5) appropriate authorization: CTA , TDA (with the line number) or other authority.

b. Request for non-standard items will be entered on the automated “*Purchase Request and Commitment*” (PR&C) that will be routed on AcquiLine (see below) through the Property Book Office for approval and document number. Non-availability statements will be required for the below listed items:

- (1) audio visual equipment: from TSD, Wiesbaden Army Airfield, DSN 337-5370
- (2) lawn mower: from DPW, Wiesbaden Army Airfield, DSN 337-5994
- (3) computer and FAX equipment: from Small Computer Store, Mannheim, DSN 380-6681
- (4) sports equipment: from Sport Center, Wiesbaden Army Airfield, DSN 337-5379

1. AUTOMATED PURCHASE REQUEST & COMMITMENT (PR&C) / ACQUILINE

AquiLine (URL) is a direct web site channel between the initiator/creator of a PR&C and the Contracting Office in the Procurement Desktop-Defense - PD² (primary software program) for acquisition of non-standard items. Web site address: <http://acquiline.amsinc.com/>. The registration in AcquiLine is similar to registration procedures employed by other software applications. The registration form is posted at site <http://134.233.111.60/acquiline/>. Upon submission of the registration, the System Administrator verifies and authenticates the form; when acknowledged as authorized caller, the registrant is then provided with an ID and Password to access AcquiLine.

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a. *Creating a PR&C for non-standard property:*

Log in at [http:// 134.233.111.60/acquiline/](http://134.233.111.60/acquiline/). On the user's desk, select "Purchase Request", then "new".

Information required will vary according to the type of request. It is recommended to provide the maximum known information for a smooth and fast routing of the PR&C.

(1) Main Form Tab:

- fill out all mandatory fields, (description, Purchase Request #, type of action, specific information in the comments field)
- click "add" to search the Suggested Vendor (a list of vendors is provided in the database that can be found through the Search By button)
- highlight vendor and select.
- return to the main form

If the vendor is not listed, add his/her name, address and phone number in the comments field.

(2) Line Item Tab: *The line item number is automatically assigned, however if the line item is new:*

- go to the menu bar (top) and click "Line Item" then "new",
 - "Detail": fill out fields of the window
 - "Description": enter specifications, if necessary
- for multiple entries: go to file and up-date – save then return to "Detail" "Description" to enter the next item.*

Entries made in "Detail" will appear in the "Line Item" window on the "Main Form".

(3) Funding Tab:

- contract-level funding, if available

(5) Shipping Tab:

- identify shipping address and other field related to the type of request

(6) Additional Tab:

- provide degree of clearance, additional POC

(7) Saving:

- save PR&C

(8) Attachment:

select and insert file/document related to the request. Click "Attach".

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b. *Routing & Approval:* from the User Desktop, highlight the PR&C and select “Purchase request Menu – Route”, and the names.

c. *the route could be, for example:* the Commander (see below listed information), the PBO, funding (DRM), and the contracting office. The route can however be selected according to requirements.

Approval authority: \$50,000 and above is the Deputy Commander in Chief, USAREUR (DCINC)

\$25,000 to 49,999 is the ASG Commander or the Executive Officer when appointed on orders as Acting Commander.

\$1 to 24,999 is the BSB Commander or the Executive Officer when appointed on orders as Acting Commander.

2. RECEIPTS OF SHIPMENTS:

Customers will be immediately contacted by the PBO upon receipt of purchased items; items must be picked up from the PBO warehouse not later than five (5) working days after delivery. Should customers experience difficulties to meet the prescribed date, the warehouse personnel may assist customers, to the extent possible, in delivering items. The Property Book Officer will prioritize tasks by degree of emergency.

Cont' Chapter IV “Purchase of Supplies with IMPAC Credit Card”

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CHAPTER IV

PURCHASE OF SUPPLIES WITH CREDIT CARD

VISA Purchase Card

The VISA Purchase Card is an alternate method to purchase *expendable/consumable supplies and services* not to exceed the amount of \$2,500.00 per single purchase. Required services or supplies may not be split to remain within the authorized \$ amount.

All “over-the-counter” items purchased must be available at time of purchase. No back ordering is allowed.

All purchases are exempt from state, local and German Value-Added Tax (Mehrwertsteuer). The invoice/receipt must show the tax deducted from the unit price. The Tax Relief Form can be obtained from the adjutant/Admin Officer and will be stamped on the reverse side by the supporting BSB.

1. PURCHASE CARDHOLDERS:

a. Purchase cardholders and approving official/certifying officers must attend the mandatory Army training on procedures and responsibilities prior to activating accounts.

b. A cardholder cannot be his/her own approving official/certifying officer. The approving/certifying officer should be the cardholder’s immediate supervisor and/or an individual next higher in tank/grade.

c. *The commander/activity chief will designate cardholders and approving/certifying officers* by submitting a written request through the ASG Commander to the servicing contracting office. This action is to be coordinated with the 104th ASG DRM for the Funds Citation Account (FCA) and monetary limits.

d. *Servicing Contracting Office:* Wiesbaden Regional Contracting Center (WRCC). The Contracting Officer will provide appropriate training and will issue the Delegation of Authority to the cardholder. The Delegation of Authority will specify the authority and limitations in accordance with the appropriate unit Commander’s guidance and a copy will be forwarded to the 266th Finance Kaiserslautern Regional Office.

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e. *Approving Official/Certifying Officer (AO/CO)*: will serve as liaison between the cardholder and the Agency Program Coordinator, will review, certify the cardholder's monthly billing statements and forward them to the 266th Finance Kaiserslautern Regional Finance, for payment. Two copies will sent to the 104th ASG DRM who will obligate the funds from the FCA and one copy will sent to the Property Book Office.

2. RESPONSIBILITIES OF PURCHASE CARDHOLDERS:

a. towards the Installation Property Book Office:

Prior to purchasing any items with the credit card, the Purchase Cardholder is required to submit a list of requested items to the Installation Property Book Office, for review and, approval/disapproval.

The Property Book Officer will review the request to ensure that items meet established purchase criteria and that supplies/services are in the quantity authorized and quality requested.

Upon approval, the PBO will assign an internal document number to the list. After purchase of the item(s), the card holder will provide the PBO with a copy of all receipts/invoices originated by purchase card together with a copy of the approved listing. For accountability purpose, a DD Form 250 "Material Inspection & Receiving Report" listing purchased supply will be prepared by the PBO and signed by the card holder.

Should a request be disapproved, the Property Book Officer will either process appropriate requisitions or will direct the card holder through the proper channels to acquire the requested articles.

Failure to comply with above mentioned procedure will result in the termination of the Purchase Cardholder privileges.

b. towards the Approving/Certifying Officer:

- (1) ensure that fund, certified by DRM, are available or have not been exceeded
- (2) ensure that credit card fees are not added to the price of items purchased.

Delivery charges are authorized and are not disputable.

- (3) complete the tax relief form for the vendor (must be stamped on the reverse side by the appropriate BSB).
- (4) maintain documentation audit trail

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(5) reconcile all purchases for the monthly billing reconciliation, sign the Statement of Account and forward this with the supporting documentation to the approving authority within 3 days of receipt of purchased items.

c. safeguard the purchase card and protect card account number at all times.

d. *In case of lost or stolen card*, the cardholder will immediately contact the Rocky Mountain Bank Card System (RMBCS) by calling, collect: (701) 271-1519 or (701) 461-202 and notify in writing the approving/certifying official. A new card will only be processed after the loss of theft has been reported to the RMBCS.

3. *BILLING ERRORS AND DEFECTIVE ITEMS:*

The cardholder must notify the RMBCS by completing and faxing the Cardholder Statement of Questioned Item form to the RMBCS. A copy must be attached to the reconciliation of the cardholder's monthly statement and sent to the servicing finance office. In case of defective items, the AC/CO must be notified by the cardholder in order to obtain replacement or correction.

4. UNAUTHORIZED USE OF THE PURCHASE CARD:

a. Purchase, rental or lease of ADP hardware/software/computer equipment will NOT be purchased with a purchase card. (Requirements for these items will be processed to the supporting Area Support Group (ASG), Hanau through the Property Book Office).

b. Use of a purchase card by a person other than trained/authorized cardholder.

c. Purchase of TDY reimbursable meals, drinks, lodging, travel tickets or other travel related costs.

d. Lease or rental of vehicles without prior USAREUR level approval.

e. Purchase of fuel, oil or repairs of Government vehicles

Property Book Officers and PBO personnel, DRM personnel and AO/CO are not authorized to purchase supplies with the purchase card.

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5. TRANSFER OF CARDHOLDER.

Prior to transfer/separation, the cardholder must return the card to the approving/certifying official; at least sixty (60) days prior to departure/rotation, but not later than the 23rd day of the month, the cardholder will stop using the purchase card for purchases. Transfer of a cardholder within the organization can be accomplished if the DRM can provide new funding and APC.

Cont' Chapter V "Class III Gas Coupons and Bulk Fuel"

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CHAPTER V

CLASS III GAS COUPONS AND BULK FUEL

Since August 1998, all tactical and non-tactical vehicles, with the exception of leased/rental vehicles, have been provided with a fuel key that allow personnel to obtain bulk fuel at any military gas stations. However, when keys are not available (pending replacement) coupons will be issued by the Property Book Office to all IFMS vehicles including all DIESEL IFMS vehicles upon presentation of the dispatch; military gas stations are only provided with JP8 that will cause motor defects.

1. GAS COUPONS:

a. Tactical vehicles: gas coupons will be provided by the organization/unit's own Property Book Office. (and not by the Installation Property Book Office)

b. Temporary rental/leased vehicles: (less that 6 months/not posted on the installation property handreceipt). Gas coupons may be purchased at AAFES upon submission of the rental contract, TDY order and a valid driving license.

c. the Installation Property Book Office (IPBO) will issue gas coupons for:

(1) *non-tactical (TMP/IFMS) vehicles* with a valid dispatch issued by the Transportation Motor Pool (TMP) located in Mainz-Kastel on a non-reimbursable basis. Reconciliation of used coupons will be conducted immediately after completion of the trip or by the established date.

(2) *leased vehicles accounted on the IPBO property hand receipt*. U.S. civilian organizations will provide the IPBO with a Military Interdepartmental Purchase Request (MIPR) initiated, on a fiscal year basis, by the office concerned and, accepted by the BSB's Resource Management Office. Reconciliation of used gas coupons will be monthly conducted at the IPBO together with the handreceipt holder. The PBO personnel will prepare the appropriate documents for reimbursement.

The below listed procedures will apply:

a. Upon presentation of the TMP vehicle's dispatch, gas coupons will be issued on AE Form 703-2J-R for trips taken to remote sites where no military gas stations are available, for diesel IFMS vehicles and IFMS vehicles for which keys are not available.

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b. When getting fuel at ESSO or AAFES gas stations, (and BP/ARAL Autobahn/Highways only), the driver of the vehicles or the person in charge will request the gas attendant to enter the quantity of liters received and to stamp the AE Form 703-2J-R as well as to keep receipts for further reference; both being proof of official use. Failure to provide proof of official use will result in the initiation of a Cash Collection Voucher/Statement of Charges or a “Financial Responsibility for Property Loss” for the quantity of fuel not accounted for.

c. AE Form 703-2J-R and/or the unused coupons will be returned to the IPBO by the established date. Further issues of gas coupons to the unit will be denied until return action is completed.

d. Should the AE Form 703-2J-R and/or the coupons be lost or not accounted for, the using unit must initiate a Report of Survey; assistance may be obtained from the IPBO.

Gas coupons are sensitive items and recurring losses or lack of evidence of official use may lead to an AR 15-6 investigation.

2. *BULK FUEL:*

a. *Bulk fuel will be issued on a reimbursable basis:* a Letter of Intent indicating the name of the unit, location, DODAAC, UIC, \$ amount and the accounting classification with APC code must be submitted, on a fiscal year basis, to the Petroleum Management Division (PMD), 200th MMC, Unit 27535, APO AE 09139.

b. *Fuel keys:* each tactical and non-tactical vehicles, with the exception of leased/rental vehicles, have been provided with a fuel key.

(1) Tactical vehicles: *Request for replacement or additional fuel keys:*

Effective 15 April 2004, the 200th MMC, PMD, will only accept electronic requests for fuel keys. The requests will be addressed to:

200PMDFuelKeyOrders@cmtymail.98asg.army.mil

The *loss* of a fuel key must immediately be reported to PMD, by calling DSN 469-7005, CIV (0951) 3007005.

(2) IFMS/TMP vehicles: fuel keys are issued together with the dispatch. The loss or malfunction of a fuel key will immediately be reported to the TMP dispatch office.

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(3) DPW vehicles: to the IPBO at marie.henschel@104asg.army.mil

c. *Bulk fuel issues:* Bulk fuel (Super unleaded and Diesel/JP8) may be obtained at any military Transportation Motor Pool (TMP) by using the fuel key. If a fuel key is not available, the driver will provide the below listed information to the gas attendant:

(1) Tactical vehicles: name of the vehicle operator, DODAAC and address of the unit.

(2) Non-tactical vehicles (IFMS/TMP): the vehicle operator will have the quantity of liters entered on the dispatch and will provide the gas attendant with the DODAAC and address of the supporting Base Support Battalion (BSB).

How to use the fuel key?

Step 1: Insert fuel key, press “enter”

Step 2: Type in your vehicle mileage (or hours), press “enter”

Step 3: Select the pump number

Step 4: Remove the key

Step 5: Fill up the vehicle

a. Wiesbaden TMP: *pump # 2 JP8/Diesel*
 pump # 3 Super/Mogas

b. Mainz-Kastel TMP: *pump # 1 JP8/Diesel*
 pump # 2 Super/Mogas

MILITARY FILLING STATIONS:

Two military filling stations are available for issue of bulk fuel to TMP/IFMS (Interagency Fleet Management System) non-tactical vehicles and to military tactical vehicles, (fuel issues to privately owned vehicles are prohibited):

a. Mainz-Kastel:

Wiesbadenerstr., building nr. 7549, Housing Area,
Operative hours: 07.30hrs to 16.00hrs

b. Wiesbaden Army Airfield:

Building nr. 01210
Operative hours: 07.30hrs to 17.00hrs

Cont’ “Address and Points of Contact”

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ADDRESS AND POINTS OF CONTACT

The Property Book Office and warehouse are located at building nr. 4004, Mainz-Kastel (Station/Storage).

Military Address:

**USAG - WIESBADEN
ATTN: DOL/Property Book Office
Unit 29623
APO AE 09096**

Civilian Address:

**USAG- WIESBADEN
ATTN: DOL/Property Book Office
Ludwig-Wolker Str. Bldg/Geb 4004
55252 Mainz-Kastel**

OPERATING HOURS:

Monday through Friday: 07.30hrs to 16.00hrs

The Property Book Office is closed on U.S. and local German Holidays.

Work hours may be subject to changes according to the annual Tariff Agreement.